

ASHWINI VENUGOPAL

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To secure a good position in a reputed organization where I can improve my skills and use my ideas and knowledge to make a positive contribution to the organization & I have great time management skills.

EXPERIENCE

2018

ACCOUNTANT

I worked as a part time accountant and my duties include preparing accounts, keeping accounting records and accounts payable and receivable.

2018 – 20

RELATIONSHIP OFFICER

Maintaining decision making and providing client services were my key role. Providing customer services to my best & make things easier for both the clients and company were my strong skill.

EDUCATION

JUNE 2024

HUMAN RESOURCE ADMINISTRATION, JAIN UNIVERSITY

I had done a good work with my assignments and exams and scored a good mark in the finals. I had good knowledge on talent acquisition, recruitment, selection, payroll, work force planning, induction, orientation and onboarding.

OCTOBER 2023

DEGREE, MAHATMA GANDDHI UNIVERSITY

I have scored 60.88% on my finals and placed first class. I have completed my course without any back papers and had attained good communication skills, seminar conducting and such.

SKILLS

- Recruiting
- Customer services
- Public Relations
- Word, Excel, Power point.
- Accounting/Cashier
- Tele - communications

ACTIVITIES

I'm an enthusiastic, passionate & self-motivated person and have good leadership skill. Knows to guide people to make valuable contributions to make successful works. And one of my strength is having good interpersonal skills. I can commute in 4 different languages. Apart from my professional passion I have passion to art and cultural activities, travelling and such.